

**Official Record Copy**  
Office of Personnel

OP MEMORANDUM NO. 20-20-6

26 February 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Performance Appraisal Report Call-Up and Control (PERFIT)

RESCISSION: OPM 20-20-5 dated 19 November 1981

1. The automated PERFIT System was activated on 1 October 1978, to coincide with the effective date of the Uniform Promotion System. The advantages of PERFIT are:

a. PERFIT identifies staff and contract personnel due a Performance Appraisal Report (PAR) each month for a given reporting period. (It excludes: Details In, Summer Onlys, Summer Interns, Graduate Fellows, and FBIS Foreign Nationals.)

b. The System displays the actual reporting period (from- to-) that the PAR should cover. PERFIT automatically adjusts the reporting period to account for special or reassignment reports received during the annual reporting period.

c. The System prevents the call-up of names of personnel who have received a PAR during the 90 days prior to the end of the reporting period, who are currently on LWOP or on extended sick leave, or who should be excluded from the call-up for other reasons.

d. PERFIT keeps track of delinquent PARs for three (3) years, listing delinquent reporting periods on the current call-up list until the delinquency is satisfied. It is possible, therefore, for an employee to be listed two or more times on the same listing (i.e., current call-up plus past delinquencies). If an employee is reassigned, the annual call-up delinquencies will continue to be displayed on the former component's monthly call-up listings.

e. The System monitors PARs of trial-period personnel closely, listing these personnel on the monthly call-up listings in conformance with the 12-, 21-, and 33-month reporting requirements. The System takes into account adjustments posted to the end-of-trial-period (ETP) date when previous Government service is credited toward the trial period, and shows this adjustment on call-up listings.

f. If an annual reporting period is adjusted by the rating officer, any period unaccounted for of greater than 90 days will cause a delinquency to be generated for that employee and displayed on the next call-up listing until it is satisfied or adjudicated. Unaccounted-for periods of 90 days or less will be dropped from the System.

CONFIDENTIAL

OPM NO. 20-20-6

g. PERFIT does not track the need for a reassignment PAR directly. However, the automatic adjustment for reporting periods will show the need for a reassignment report, in many instances, through the automatically generated delinquency report.

h. PERFIT is a real-time system which permits immediate answers to queries on the last PAR as well as current call-up data. The System can be queried only by authorized personnel. ☐

25X1

2. The type of PAR codes used in PERFIT and the various listings are:

A = normal annual PAR

R = PAR completed because of reassignment of either employee or supervisor

S = PAR completed because of special circumstances

1 = Trial period (12 months)

2 = Trial period (21 months)

3 = Trial period (33 months) ☐

25X1

3. On monthly call-up listings, delinquencies for either annual or trial-period reports are shown by use of the suffix "D" under "Type Report Due" (i.e., AD, 1D, 2D or 3D). ☐

25X1

4. Under the PERFIT System, the following types of employees or affiliations are called up on the monthly listings according to schedule, grade, and Career Service:

A11 = Career staff employee

A13 = Reserve staff employee

A14 = Temporary staff employee

A21 = Career staff agent

A23 = Reserve staff agent

A24 = Temporary staff agent

B11 = Career-associate contract employee (B21 equivalent is in pseudonym)

OPM NO. 20-20-6

B12 = Career contract employee (B22 equivalent is in pseudonym)

B13 = Term contract employee (B23 equivalent is in pseudonym)

B14 = Temporary contract employee (B24 equivalent is in pseudonym) ☐

25X1

5. The PERFIT System preprints the identification and status information in Section A of the PAR form for all employees called up on the monthly listings. The rating component is required to leave the preprinted status information untouched except for necessary adjustments to the reporting period shown. The preprinted status information represents the status of employees at the time of call-up. PARs submitted to the Office of Personnel require the use of the social security number in Item 1 of Section A. ☐

25X1

6. The PAR Call-Up Schedules for annual PARs and for Trial-Period Reports are attached. The annual schedules show all of the pay schedules and grades currently processed by the PERFIT System as part of its monthly call-up procedures. ☐

25X1

☐  
✓ James N. Glerum  
Director of Personnel

OPM 6-82

25X1

Attachments

- A. Annual Performance Appraisal Report Call-Up Schedule ☐
- B. Call-Up Schedule for Trial-Period Performance Appraisal Reports ☐
- C. Annual Performance Appraisal Report Call-Up Schedule for "D" Career Service Group ☐

25X1

25X1

25X1

**Page Denied**

Next 3 Page(s) In Document Denied